



DEPARTMENT OF THE ARMY
HEADQUARTERS, FOURTH BRIGADE (ROTC)
BUILDING 2175 REILLY ROAD, STOP A
FORT BRAGG, NC 28310-5000

REPLY TO
ATTENTION OF:

ATCC-D

26 April 2017

MEMORANDUM FOR All JSOCC 504-17 Regional Instructor Training Attendees

SUBJECT: JSOCC 504-17 Regional Instructor Training Workshop

1. The 4th Brigade will conduct a 5 day regional instructor training event during the period, 20 – 24 July 2017, in Hickory, NC. One instructor from every school and the DAI from each DAI office are required to attend. The following training will be conducted: Curriculum, Curriculum Manager, JUMS, Logistics, JROTC Program for Accreditation Process and Instructor Management. Training will take place at the Hickory Metro Convention Center, 1960 13th Avenue Drive SE, Hickory, NC 28602. The uniform for the training is Class B (ASU). Uniform for in-processing is appropriate civilian attire. No formal dinner is scheduled. Lodging is being provided by nearby hotels. If you have not already done so, please make your lodging reservations by calling one of the listed hotels below. Be sure to state that you are part of the JROTC GROUP and reserve the hotel with a credit card.

- a. Crown Plaza: 828-323-1000
- b. Best Western: 828-323-1150 (Breakfast included)
- c. Fairfield Inn & Suites: 828-431-3000 (Breakfast included)
- d. Courtyard Marriott: 828-267-2100
- e. La Quinta Inn and Suites: 828-465-1100 (Breakfast included)

2. The seminar agenda is as follows:

a. 20 July, 1200 – 2000: In-processing. Located in the Hickory Metro Convention Center lobby. Attendees should bring an operational computer and curriculum manager to verify all updates have been installed.

b. 21 July, 0730, The seminar begins and concludes at approximately 1200 hours on 24 July 2017

c. 24 July, 0800, Closing remarks and out- processing.

3. Below is a list of requirements for each attendee.

a. Computer: (Operational and capable of running the CM)

(1) Up to date on all Windows updates

ATCC-D

SUBJECT: JSOCC 504-17 Regional Instructor Training Workshop

- (2) Power supply for computer
- (3) Verify that wireless is enabled and functional on your computer. Not all laptops have a wireless card installed.

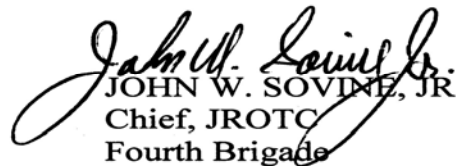
b. Curriculum Manager

- (1) Needs to be up to date; (Start CM> Check for Updates)
- (2) USB cable for CM

4. All attendees must go to the following link

<http://www.formexperts.com/forms/7541UKMW26R3> and complete the online **Attendance Form, NLT 6 May 2017**. Invitational Travel Orders (ITO) will be produced by the Brigade staff in the Defense Travel System (DTS). Paper copies of travel orders will be produced only if the school requires proof of travel. Attendees within the local commuting area (normally 50 miles) will claim daily mileage on SF 1164.

5. Points of contact this headquarters are Mr. Chuck Perry or Mr. George James, 910-396-8606/8706.


JOHN W. SOVINE, JR.
Chief, JROTC
Fourth Brigade

CF:CDR, 4th Brigade, USACC